Model Community Guidelines
Hardware Store

1.   Practice waste reduction, reuse and recycling:
   - Use reusable items vs. Disposable items (e.g. Ceramic mugs for staff)
   - Practice double-sided photocopying
   - Set up in-house recycling program (e.g. Office paper and corrugated cardboard)
   - Purchase supplies in bulk where possible
   - Reuse bulk containers
   - Reuse scrap paper (e.g. Make into note pads)
   - Offer backyard composting bins and/or recycling bins for sale
   - Offer supplies in bulk to customers (e.g. nails)
   - Reduce amount of junk mail received by writing and advising your current subscription not to share your name and address with other mailers. Also, write to Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, New York, NY 10036
   - Recycle toner or cartridges for copy machine or printer
   - Minimize use and seek out alternatives to toxins (such as cleaners)

2.   Use products made from recycled content:
   - Purchase office paper and administrative products made with recycled content (e.g. Paper, letterhead, paper towels, tissue paper, note pads, business cards, credit card slips, etc.; indicate on letterhead, etc., "printed on recycled paper")
   - Purchase and use at least two other items made with recycled content (e.g. Desk organizers, such as recycling bins, desk top trays, if applicable)

3.   Promote waste reduction and recycling:
   - Promote and support community recycling efforts with community boards or space to display swap items and community recycling projects
   - Offer cardboard boxes for reuse at community events such as fairs or parades
   - Offer mulcher mower attachments for rental
   - Promote backyard composting through handouts and advertising specials
   - Promote paint can recycling
   - Request that supplier/manufacturers use as much recycled content material in packaging as possible
   - Request supplier/manufacturers to provide system to take back non-recyclable packaging
   - Encourage employees to share magazines and newspaper subscriptions
   - Display products without packaging